

**THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF GREENVILLE IS AT-WILL.**

## CITY OF GREENVILLE

POLICY NO: HR-6

DATE: December 1, 2009

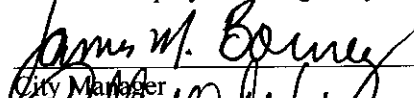
SUBJECT: Immigration Reform and Control Act

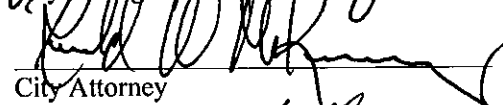
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Exhibit A: Form I-9 Employment Eligibility Verification

APPROVALS:

  
City Manager

  
City Attorney

  
Human Resources Director

## **I. Purpose**

The purpose of this policy is to establish guidelines for complying with the Immigration Reform and Control Act of 1986 and the South Carolina Illegal Immigration Reform Act of 2008.

## **II. Applicability**

This policy applies to all Classified City Employees and all City work locations.

## **III. Definitions**

- **Aliens:** A citizen of a country other than the United States.
- **E-Verify:** An internet based system, operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration that allows participating employers to electronically verify the employment eligibility of their newly hired employees.
- **Form I-9:** The federal government's employment verification form required of all individuals hired by the City after November 6, 1986.
- **Immigration Reform and Control Act of 1986 (IRCA).** IRCA establishes employment eligibility verification procedures that all employers must follow when filling a job vacancy. IRCA prohibits employers from discriminating in recruitment, hiring or discharge on the basis of national origin or citizenship status.
- **South Carolina Illegal Immigration Reform Act of 2008.** The law requires all employers to verify the legal status of new employees and prohibits employment of any worker who is not legally in this country and authorized to work. It also requires verifying the employee's work authorization through the E-Verify federal work authorization program administered by DHS.

## **IV. Policy**

It is the policy of the City of Greenville to comply fully with the Immigration Reform and Control Act of 1986 (IRCA). Accordingly, the City will hire only U.S. citizens and aliens lawfully authorized to work in the U.S. As of November 6, 1986, the City will only employ those persons who satisfactorily complete the Federal Government's employment eligibility verification form, Form I-9 (Exhibit A). In compliance with the South Carolina Illegal Immigration Reform Act of 2008, the City of Greenville must verify identity and confirm eligibility to work in the United States for all new employees hired after July 1, 2009, using the E-Verify program provided by the United States Citizenship and Immigration Services in partnership with the Social Security Administration.

The City does not discriminate on the basis of citizenship status or national origin in recruitment, hiring or discharge. Illegal aliens hired prior to November 6, 1986, should not be discharged merely because of their status. The City cannot be penalized with respect to these employees by the federal or state government, and it is unlawful to discriminate against aliens, regardless of the lawful status of their entry into this country, who were hired prior to November 6, 1986.

Human Resources is responsible for implementing, administering, and reviewing procedures necessary to comply with the employment eligibility verification and nondiscrimination requirements of IRCA. Every person given an employment offer will be told by the Human Resources Department that the offer is conditional upon the satisfactory completion of Form I-9. , Further, each person offered a position must present to the Human Resources Department the necessary documents to establish his or her identity and eligibility to work in the U.S. as a U.S. citizen, or as an alien authorized to work in the U.S.

The requirements for the completion of Form I-9 and the presentation of documents apply to every person hired, including those known to be U.S. citizens. Verification must not be limited to persons who look or sound "foreign." This applies to all full-time, part-time, temporary, and special employees, but not to independent contractors. The City must do its own verification and cannot rely upon representations from private employment agencies.

## **V. Procedures**

### **A. Completing Form I-9**

The Human Resources Department must ensure that each employee fully completes Section 1 of Form I-9 at the time of hire—when the employee begins work. The employee's document(s) must be reviewed and Section 2 of Form I-9 be fully completed within three (3) business days of the first day of work. The Form I-9 procedure must never be conducted before an offer of employment has been made to a candidate and the candidate has accepted the employment offer.

1. Completing Section 1 of Form I-9. The employee must personally complete and sign Section 1 no later than the time of hire, which is the actual beginning of employment, by filling in the correct information and dating the form. If the employee cannot complete Section 1 without assistance or he/she needs Form I-9 translated, Human Resources will make such arrangements. If a preparer/translator is required, he or she must read the form to the employee, assist the employee in completing Section 1, and have the employee sign the form in the appropriate place. The preparer/translator must then complete the Preparer/Translator Certification block on Form I-9. Human Resources will be responsible for reviewing and ensuring that the employee fully and properly completes Section 1.

Human Resources shall note the work authorization expiration date (if any) shown in Section 1. For employees who indicate an employment authorization expiration date in Section 1, the City must re-verify employment authorization for employment on or before the date shown. Some employees may leave the expiration date blank if they are aliens whose work authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia or the Republic of Marshall Islands). For such employees, re-verification does not apply unless they choose to present in Section 2 evidence of employment authorization that contains an expiration date (e.g., Employment Authorization Document (Form I-766)).

2. Completing Section 2 of Form I-9. The employee must present Human Resources with an original document or documents that establish identity and employment authorization within three (3) business days of the date employment begins. Some documents establish both identity and employment authorization (List A). Other documents establish identity only (List B) or employment authorization only (List C).

**The City may not specify which document(s) an employee must present. The employee can choose which document(s) he or she wants to present from the list of Acceptable Documents identified on Form I-9, Part 8. An employee must produce unexpired documents from either list A or a document from both list B and C: Since the City is participating in the E-Verify Program, only List B documents that bear a photograph may be accepted.**

a) List A: Documents that are acceptable evidence of identify and employment eligibility:

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign Passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
- Employment Authorization Document that contains a photograph (Form I-766)
- In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign Passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- Passport from Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free association between the United States and the FSM or RMI.

b) List B: Documents that establish identity:

- Driver's License or ID Card issued by a State or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority
- For persons under age 18 who are unable to present documents above, the following are acceptable: school record or report card; clinic, doctor, or hospital record; or day-care or nursery school record.

c) List C: Documents that establish employment authorization:

- Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
- Certification of birth abroad issued by Department of State (Form FS-545)
- Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)
- Identification Card for Use of Resident Citizen in the U.S. (Form I-179)
- Employment authorization document issued by the DHS.

**B. Verifying and Recording Documents**

Human Resources must examine the original document or documents the employee presents for authenticity and accuracy and then fully complete Section 2 of Form I-9. Human Resources must accept any document(s) from the Lists of Acceptable Documents presented by the individual that reasonably appear on their face to be genuine and to relate to the person presenting them.

In completing Section 2, Human Resources must examine one document from List A, or one from List B **AND** List C and then record the title, issuing authority, number, and expiration date (if any) of the document(s); fill in the date of hire and correct information in the certification block; and sign and date Form I-9. By signing the Form I-9, the City is stating, under penalty of perjury, that he/she believes that the applicant's documents are genuine.

While the City is not required to photocopy the document(s) the employee presents, photocopies of all documents will be made and attached to the completed Form I-9 for all new hires. Such photocopies may only be used for the verification process and must be retained with Form I-9.

**C. Receipts for Replacement of Lost, Damaged, or Stolen Documents**

If an employee is unable to present a required document (s), the employee must present an acceptable receipt in lieu of a document listed on the last page of Form I-9. A receipt indicating that the issuing authority has received an application to replace a document that has been lost, damaged, or stolen is acceptable under List A, B, or C to temporarily establish identity and/or work authorization. Receipts showing that a person has applied for an initial grant of employment authorization are not acceptable. Employees must present receipts within three (3) business days of the date employment begins and must present valid replacement documents within 90 days of hire or other specified time. Employees must present original documents. The receipt policy is applicable to receipts for replacement documents and only applies to persons who are already authorized to work. Human Resources must maintain a tickler system to follow up with the employee to ensure the employee brings in the replacement document or other acceptable document(s) within the specified time limits. Human Resources shall provide a letter or e-mail to the employee reminding him or her to bring in the original document within the 90 days. This notification should be sent thirty (30) days and fourteen

(14) before the expiration of 90 days from the date of hire. When the employee presents the actual replacement document, a new form I-9 should be completed. A copy of the documentation should be attached to the I-9.

#### **D. E-Verify**

Human Resources must initiate the E-Verify process within (3) business days of the employee's first day of work. After completing a form I-9 for a new employee, Human Resources must submit a query that includes information from Sections 1 and 2 of Form I-9. Upon submitting the query, Human Resources will receive an automated response from the E-Verify system regarding the employment authorization of the individual. All E-Verify I-9 response sheets shall be maintained in a secured, separate file, independent of the Form I-9 and the employee personnel file.

In some instances, E-Verify will provide a response indicating a tentative non-confirmation of the employee's employment authorization. In the case of a tentative non-confirmation, the City and the employee must take steps specified by E-Verify to resolve the status of the query within the prescribed time period. The City may not terminate or take other adverse action against an employee based on a tentative non-confirmation.

#### **E. Failure to Timely Provide Required Form I-9 Documentation**

The employee's failure to provide the required documentation to complete Form I-9 within the relevant time period must result in termination. Failure to complete Form I-9 and produce supporting documents within the time limits specified in this policy precludes hiring or continued employment. If after following all E-Verify procedures, identity and work eligibility has not been confirmed, Human Resources must inform the employee that employment will be immediately terminated due to failure to present verification of eligibility to work in the United States.

#### **F. Re-verifying Employment Authorization for Current Employees**

The City must re-verify employment authorization of its employees on or before the work authorization expiration date recorded in Section 1 (if any). Human Resources will maintain a tickler system that tracks the expiration date of each nonresident employee's authorization to work in the United States. Human Resources will notify employees of their need to show that their authorization to work in the U.S. has been renewed prior to the expiration date. The employee must present a document that shows either an extension of his or her initial employment authorization or new employment authorization.

If the employee presents the proper documentation, Human Resources will then update Section 3 of the employee's Form I-9 to show their renewed authorization to work. If Section 3 has already been used for a previous re-verification or update, a new Form I-9 will be used. If a new form is used, Human Resources shall write the employee's name in Section 1, complete Section 3, and retain the new form with the original. If the employee cannot provide Human Resources with proof of current employment authorization (e.g., any document from List A or List C), including an unrestricted Social Security card, the City cannot continue to employ that person.

To maintain continuous employment authorization, an employee having temporary employment authorization should timely file for a new employment authorization or an extension of stay prior to the expiration of his or her current document or authorized period of stay. If the employee is authorized to work for the City and has filed an application for an extension of stay, he or she may continue employment with the City for up to 240 days from the date the authorized period of stay expires.

If the employee has timely filed for a new employment authorization document (Form I-766) and US Citizen and Immigration Service (USCIS) fails to adjudicate the application within 90 days, the employee will be granted an employment authorization document for a period up to 240 days.

To the extent permitted by applicable federal and state law, the City reserves the right to implement reasonable and appropriate disciplinary measures to secure employees' compliance with the employees' obligation under applicable law to provide proof of their renewed authorization. The City deems an employee's non-compliance with applicable federal and state law pertaining to continuing verification of immigration status as a pre condition of continued employment. The City has no obligation to continue the employment of aliens who have not complied with the verification provisions of federal and state law. Any additional measures taken by the City will be based on the facts and circumstances of each case and in compliance with the purpose and provisions of the applicable federal and state law.

#### **G. Re-verifying or Updating Employment Authorization for Rehired Employees**

When the City rehires an employee, Human Resources must ensure that he or she is still authorized to work. This may be done by completing a new Form I-9 or re-verifying or updating the original form by completing Section 3.

If the City rehires an employee who has previously completed a Form I-9, Human Resources may re-verify on the employee's original Form I-9 ( or a new Form I-9 if the Section 3 of the original has already been used) if:

- An employee is rehired within three (3) years of the initial date of hire; and,
- The employee's previous grant of employment authorization has expired, but he/she is now eligible to work under a new grant of employment authorization; or
- The employee is still eligible to work on the same basis as when Form I-9 was completed.

To re-verify, Human Resources must:

- Record the date of rehire
- Record the document title, number and expiration date (if any) of the document(s) the employee presents.
- Sign and date Section 3
- If verifying on a new form I-9, write the employee's name in Section 1.

To update, Human Resources must:

- Record the date of rehire and the employee's new name, if applicable.
- Sign and date Section 3.
- If updating on a new Form I-9, write the employee's name in Section 1.

Human Resources may complete Sections 1 and 2 on a new form I-9 instead of completing Section 3 when rehiring employees.

#### **H. Retention of I-9 Forms**

All Form I-9's and the attached photocopies of the documents must be maintained separately from the employee's personnel file. These documents will be retained for a period of three (3) years after the date of hire or one (1) year after the date of termination, whichever is longer. Access to employee Form I-9s shall be limited to authorized personnel.

#### **I. Inspection of City's Form I-9s**

If a properly identified representative of the Immigration and Naturalization Service requests to inspect the City's Forms I-9, the City of Greenville has three (3) days to produce such documents. The City's Human Resources Director should be notified promptly upon the receipt of such an inspection request. The law does not require reporting to any government agency or official.

#### **J. Form I-9 Freedom of Information Act (FOIA) Requests**

Information from a Form I-9 which is not otherwise determined to be personal and confidential meets a permitted basis of non-disclosure as provided under the state FOIA and may be released. In response to an FOIA request, the Human Resources Director may release information that identifies the employee by name, the position held, the date of employment, and the fact that the employee does or does not have an I-9 form. No other information may be released without consultation with the City Attorney's Office.

### **VI. Federal Penalties for Noncompliance**

#### **A. Hiring or Continuing to Employ Unauthorized Aliens**

An employer found to have knowingly hired, recruited or referred for a fee, or continued to employ, an unauthorized alien for employment in the United States shall be subject to an order to cease and desist from the unlawful behavior and to pay a civil money penalty as follows:

- First Offense: Not less than \$375 and not more than \$3,200 for each unauthorized alien;
- Second Offense: Not less than \$3,200 and not more than \$6,500 for each unauthorized alien;  
or
- Subsequent offenses: Not less than \$4,300 and not more than \$16,000 for each unauthorized alien.



These penalties are not limited to employees for whom employers complete and retain I-9 files, but also cover employers' use of contract personnel known to them to be unauthorized to work in the United States.

#### **B. Failure to Comply with Form I-9 Requirements**

Employers who fail to properly complete, retain, and/or make available for inspection Form I-9s as required by law, may face civil money penalties in an amount of not less than \$110 and not more than \$1,100 for each violation. In determining the amount of the civil penalty, the following factors are considered: size of the business of the employer being charged; good faith of the employer; seriousness of the violation; whether or not the individual was an unauthorized alien; and, the history of the employer's previous violations.

#### **C. Enjoining Pattern or Practice Violations**

If the government has reasonable cause to believe that a person or entity is engaged in a pattern or practice of employment, recruitment, or referral in violation of section 274(a) (1) (A) or 2 of the Immigration and Nationality Act (INA), the U.S. Justice Department may bring civil action requesting relief, including a permanent or temporary injunction, restraining order, or other order against the person or entity.

#### **D. Requiring Indemnity**

Employers found to have required a bond or indemnity from an employee against liability under the employer sanctions laws may be ordered to pay a civil money penalty of \$1,100 for each violation and to make restitution, either to the person who was required to pay the indemnity, or, if that person cannot be located, to the US Treasury.

#### **E. Good Faith Defense**

If the employer can show that he/she has in good faith complied with the Form I-9 requirements, then the employer has established a "good faith" defense with respect to a charge of knowingly hiring an unauthorized alien; provided the government does not establish that the employer had actual knowledge of the unauthorized status of the employee.

A good faith attempt to comply with the paperwork requirements of Section 274A (b) of the INA may be adequate "good faith" notwithstanding a technical or procedural failure to comply, unless the employer has failed to correct the violation within 10 days after notice from DHS.

#### **F. Criminal Penalties**

1. Engaging in a pattern or practice of knowingly hiring or continuing to employ unauthorized aliens. Persons or entities who are convicted of having engaged in a pattern or practice of knowingly hiring unauthorized aliens (or continuing to employ aliens knowing that they are or have become unauthorized to work in the United States) after November 6, 1986, may face fines of up to \$3,000 per employee and/or 6 months imprisonment.

Engaging in fraud or false statements, or otherwise misusing visas, immigration permits, and identity documents. Persons who use fraudulent identification or employment authorization documents or documents that were lawfully issued to another person, or who make a false statement or attestation to satisfy the employment eligibility verification requirements, may be fined, or imprisoned for up to 5 years, or both. Other federal criminal statutes may provide higher penalties in certain fraud cases.

#### **G. Unlawful Discrimination**

If an investigation reveals that an employer engaged in unfair immigration-related employment practices under the INA, Office of Special Counsel may take action. The employer will be ordered to stop the prohibited practice and may be ordered to take one or more corrective steps, including:

- Hiring or reinstating, with or without back pay, individuals directly injured by the discrimination;
- Posting notices to employees about their rights and about employers' obligations; and/or
- Educating all personnel involved in hiring about complying with the employer sanctions and antidiscrimination laws about the requirements of these laws.

The court may award attorney's fees to prevailing parties, other than the United States, if it determines that the losing parties' argument is without foundation in law and fact.

Employers who commit citizenship status or national origin discrimination in violation of the anti-discrimination provision of the INA may also be ordered to pay a civil money penalty as follows:

- First Offense: Not less than \$375 and not more than \$3,200 for each individual discriminated against.
- Second Offense: Not less than \$3,200 and not more than \$6,500 for each individual discriminated against.
- Subsequent Offenses: Not less than \$4,300 and not more than \$16,000 for each individual discriminated against.

Employers who commit document abuse in violation of the anti-discrimination provision of the INA may similarly be ordered to pay a civil money penalty of not less than \$110 and not more than \$1,100 for each individual discriminated against.

If the employer is found to have committed national origin discrimination under Title VII, the employer may be ordered to stop the prohibited practice and to take one or more corrective steps, including:

- Hiring, reinstating, or promoting with back pay and retroactive seniority;

- Posting notices to employees about their rights and about the employer's obligations; and/or,
- Removing incorrect information, such as a false warning, from an employee's personnel file.

Under Title VII, compensatory damages may also be available where intentional discrimination is found. Damages may be available to compensate for actual monetary losses, for future monetary losses, and for mental anguish and inconvenience. Punitive damages may be available if you acted with malice or reckless indifference. You may also be required to pay attorneys' fees, expert witness fees, and court costs.

#### **H. Civil Document Fraud**

If a DHS investigation reveals that an individual has knowingly committed or participated in acts relating to document fraud, DHS may take action. DHS will issue a Notice of Intent to Fine (NIF) when it intends to impose penalties. Persons who receive a NIF may request a hearing before an administrative law judge. If DHS does not receive a request for a hearing within 30 days, it will impose the penalty and issue a Final Order, which is final and cannot be appealed.

Individuals found by DHS or an administrative law judge to have violated section 274C of the INA may be ordered to cease and desist from such behavior and to pay a civil money penalty as follows:

- First Offense: Not less than \$375 and not more than \$3,200 for each fraudulent document that is the subject of the violation.
- Subsequent offenses: Not less than \$3,200 and not more than \$6,500 for each fraudulent document that is the subject of the violation.

Department of Homeland Security  
U.S. Citizenship and Immigration Services

# Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

## Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- ☐ A citizen of the United States  
☐ A noncitizen national of the United States (see instructions)  
☐ A lawful permanent resident (Alien #) \_\_\_\_\_  
☐ An alien authorized to work (Alien # or Admission #) \_\_\_\_\_  
 until (expiration date, if applicable - month/day/year)

Employee's Signature

Date (month/day/year)

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.


Preparer's/Translator's Signature

Print Name

Address (Street Name and Number, City, State, Zip Code)

Date (month/day/year)

**Section 2. Employer Review and Verification** (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____				

**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

## Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.	
Document Title: _____	Document #: _____
Expiration Date (if any): _____	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.	
Signature of Employer or Authorized Representative	Date (month/day/year)

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

### LIST A

Documents that Establish Both  
Identity and Employment  
Authorization

### LIST B

Documents that Establish  
Identity

### LIST C

Documents that Establish  
Employment Authorization

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	4. Voter's registration card	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	6. U.S. Citizen ID Card (Form I-197)
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	<b>For persons under age 18 who are unable to present a document listed above:</b>	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)